



Vice President

The role of the Vice President is to shadow the Chairperson or President in providing leadership and responsibility for the club and the Committee and to step into the President's roles where needed. It is considered that the Vice President will succeed the President and that this role is in preparation.

The Vice President should:

- Step in for the Chair/President where needed including chairing Committee meetings
- Raise concerns with the Chair/President where they arise
- Be well informed and have oversight of all club activities
- Have a good working knowledge of the Constitution, club regulatory and compliance responsibilities and duties of office bearers
- Be a positive role model and present a positive image for the club in representing the Committee in the public and other forums
- Be forward thinking and committed to meeting the goals of the club
- Be able to work collaboratively with other Committee Members
- Be a person who can develop good relationships internally and externally
- Be a good listener and attuned to the interests of members and other interest groups

Specific responsibilities include but are not limited to:

- Stepping into the role of Chair/President if they are unable to fulfil their duties
- When needed, Chairing Committee meetings ensuring they are run effectively and efficiently
- Being an alternate signatory for the club for all legal, compliance and financial requirements
- Assist the Chair/President in deciding which matters are dealt with by the Executive, the full Committee or delegated to Sub-Committees
- Coordinate club planning to ensure appropriate plans are developed, presented and reviewed by the Committee, and enacted as required
- Represent the club at public meetings and forums as agreed by the Chair/President
- Other duties as nominated by the Chair/President or the Committee